



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED (Including HAS Probationary Employees)
2	Job Classification	Airport Communications Supervisor
3	Posting Number	PN# 102664
4	Department	Houston Airport System
5	Division	Public Safety & Technology
6	Section	NA
7	Reporting Location	2800 North Terminal Road
8	Workdays & Hours	Shift work, including rotation, weekends, and holidays* <div>*Subject to change</div>

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS
Supervises employees responsible for emergency and non-emergency communications; airport alarm systems signals; inspecting and testing working condition of communication equipment. Schedules working shifts, vacation, and holiday requests, mandatory training, conducts employee meetings, coaches and counsels employees regarding disciplinary actions. Investigates and resolves complaints for the traveling public, airport tenants and employees. Provides performance evaluations for employees of the section. Prepares reports in support of section operations. Maintains high level of Customer Service.

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WORKING CONDITIONS
Performing these duties will involve: Observing and differentiating details, projecting and choosing a course of action, ability to deal with a diversified group of people; understanding spoken and written information; speaking and writing effectively; produce innovative ideas; adjust to critical and demanding work; driving city vehicles; adjusting to interruptions and changes; attending to details amid distractions; working with a minimum of supervision; dealing with people in, occasionally, tense situations; recognizing sound, tone and pitch; working as a member of the team; and lifting up to forty (40) pounds; Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS
Associates degree in Social Science, General Studies, Business Administration or a closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS
Two years of experience as a Senior Telecommunicator in a major airport terminal handling a variety of communication activities or in a related major facility handling a variety of communications equipment are required. Experience as a Senior Telecommunicator in a major airport terminal handling a variety of communication activities or in a related major facility handling a variety of communication equipment may be substituted for the above education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS
Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES
Supervisory Telecommunications and personal computer experience is preferred. Ability to maintain accurate records for work plans, work in progress and work completed. Ability to communicate tactfully and effectively with the public, airport tenants, contractors, supervisors and other employees.

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SELECTION/SKILLS TEST REQUIRED
samples and/or interview.

The selection process will involve application review, written work

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SAFETY IMPACT POSITION

☒ Yes☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20
\$1,362.00 - \$1,574.00 Biweekly\$35,412.00 - \$40,924.00 Annually

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OPENING DATE
FEBRUARY 2, 2005

CLOSING DATE
OPEN UNTIL FILLED

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APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

If you need special services or accommodation, please call 281/233-1515". The Houston Airport System TDD phone number is 281-233-1862.

An Equal Opportunity Employer